

These are draft minutes and are subject to approval at the next meeting.



**ENVIRONMENT COMMITTEE**  
**Minutes of the meeting at**  
**8.00 p.m. on Wednesday 28 November 2012**  
**in the Village Hall Committee Room**

**Present:** *Councillors* – Anthony Sheppard (*Chairman*), Geoff Herbert, Kate Hallett,  
*Co-opted Members*- Vanessa Relleen, Rukshana Master, Carol Manley  
*Parish Clerk* - Freda Collins

Cllr Hallett was not present at the start of the meeting.

**1. Apologies for Absence**

Cllr Sugden who had a prior commitment.  
These were accepted.

**2. Declarations of Interests**

**Cllr Herbert** declared that he is also a Borough Councillor.

**Vanessa Relleen** declared that she is a Trustee of the CRGT, is on the Committee of Claygate in Bloom and the CVA.

**Rukshana Master** declared that she is on the Committee of Claygate in Bloom and the CVA.

**Carol Manley** declared that she is on the Committee of Claygate in Bloom and the CVA.

**3. Minutes of last meeting**

The minutes of the last meeting on 4 October 2012 were agreed and signed by the Chairman.

**4. Actioning of items from previous minutes**

**AP36- Jubilee tree.** Cllr Hallett reported that, if a suitable location can be found for a tree, a Jubilee tree can be planted anytime during this Jubilee year. To get into the official book it has to be tree from the Crown Estates.

**i.** Rukshana noted that a cherry tree planted in the Hare Lane Island had died. This was discussed at the liaison meeting with Cllr Bennison. It was agreed to replace it. Cllr Sheppard spoke to Nick Healey from SCC to confirm that a planting hole should be left when work is carried out on the island. Rukshana reported that the island has been renovated and a planting pit provided. CPC will pay for the cherry tree.

It was agreed to hold some sort of planting ceremony for the cherry tree to commemorate the Jubilee.

Cllr Hallett arrived at the meeting.

**ii.** Cllr Huddart was tasked to speak to Peter Linacre from the Hare & Hounds regarding the replacement of the elm.

The meeting agreed to hand over the arrangements for planting the trees to the H&T Committee.

**Action now completed.**

**AP2-** *the Clerk to circulate suggestions for improvements to the HGS sites.* Done- but not all members have seen the documents.

**AP16-** *maps of HGS sites.* Cllr Hallett has prepared these, but not all members have received them. Cllr Hallett will update the maps and then circulate.

**AP17/18/19-** *watering on The Green.* Cllr Herbert will speak to Neale Parry on Saturday and will get the keys from Carol Manley.

All other action points have been carried out or are agenda items.

**5. Budget Proposed for 2013/14**

EBC Grant for HGS	-3568
HGS Projects	0
HGS Mtce	7992
Hanging Baskets	2725

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CIB	0
General	100
<b>NET TOTAL</b>	<b>7249</b>

It was noted that

- i. the full Council proposes to keep the precept level again for another year. We have some £8k in reserve and cannot justify raising the precept with these reserves. In these circumstances, it was agreed that any HGS projects would be funded by an application to full Council for spending from Reserves ('Community Chest').
- ii. the HGS grant may be estimated a little low as this is linked to the RPI and we calculated it using the CPI which is running slightly lower (RPI 2.6%, CPI 2.4%).
- iii. the HGS maintenance has increased as the contract was awarded to a contractor who put in an excellent bid, but was more expensive.
- iv. the figure for hanging baskets in the proposed budget is low- this year they are £3,388.13 (inc VAT). It was agreed that Vanessa would speak to Matt Almond on behalf of this Committee and negotiate how many baskets we can have for the money we have in the budget. This summer we had 27 baskets- but some of these were not positioned in the right places and were not easily seen. It was agreed that a few less baskets would be ordered. Vanessa and Cllr Hallett also volunteered to re-position some of the brackets for the hanging baskets.

**AP20 Vanessa to action**

**6. Highway Garden Sites**

**a. Review of grant from EBC**

A discussion took place as to whether it would be useful to apply to EBC to see if they will increase the grant. Cllr Hallett agreed to Google streetscape to ascertain if there is any guidance on what the EBC specs are and to see if their cost has increased by more than the RPI.

**AP21 Cllr Hallett to action.**

**b. Inspection Arrangements**

It was agreed at the last meeting to take photos of the various HGS sites- this was not done.

It was agreed to ask Cllr Sugden to take over inspection of Glebelands and Glenavon Close.

**AP22 Cllr Sheppard to speak to Cllr Sugden.**

Applegarth

(CM, VR)

This bed looks good, the plants put in by Spring Reach are growing well and local residents have added more planting.

Fee Farm Road/ The Causeway

(CM, KHa)

Some of the shrubs need pruning; this will be carried out by the residents. The left hand bed needs work, so Carol will arrange this.

**AP23 Carol to action**

Torrington Lodge car park

(AS, RM)

The other beds look empty; the bed by the construction site needs work.

The Car Park Approach is looking lovely.

Coverts/Foley Roads triangle

(CM, VR)

Some parts of the beds look a little sparse, but generally OK for the time of year. There are lots of bulbs in the beds which will come up in spring. There is a hornbeam at the far end with a low branch. The branch is not dangerous, but may be used by children for playing.

It was noted that the litter bin was overflowing at the time of the inspection. Cllr Herbert agreed to speak to Environment at EBC. He will also ask them to empty the bins in The Parade prior to the Christmas Lights ceremony on Saturday. He will ask EBC to ascertain if these bins need extra servicing.

**AP24 Cllr Herbert to action**

Glebelands

(GH)- Report given by CM

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This is looking much better; the edging shrubs have been shaped. There seem to be some dead shrubs in the centre of the bed, but these may be potentilla which looks like that at this time of year. There is a gap near the lamppost, but it would be difficult to plant as there are so many roots near the surface. It was noted that a lot of money has already been spent on the site. It was agreed to keep this site under observation.

#### The Green

(VR, CM, GH)

The Green looks lovely.

The lavenders need pruning. It was noted that this is not in the spec- but the spec is not exhaustive. VR & CM will organise some volunteers to prune the lavender and pittosporum.

It was noted that the wooden, knee-high fence at the pointy end of The Green has a bent bit of metal sticking up. It was agreed to report this to the Streetsmart Team

#### **AP25 The Clerk to action**

It was noted that there are a few bare patches caused by people walking across the beds from the pub. As the pub has now altered their fencing, this no longer occurs, so the patches can be planted. It was also noted that clematis which had been planted has gone.

#### St Leonards Road

(AS, KHa)

The rose needs pruning in early spring. It was agreed to communicate this to the new contractor.

Carol will ask Rob Garner if he can mend the broken wire. The Pyracantha needs to be trained against the wall.

Vanessa and Carol have purchased more hellebores, but these have yet to go in.

#### **AP26 Carol & Vanessa to action**

#### Glenavon Close

(SW, GH)

The bed looks OK- but dull. The Clerk volunteered to pay for some sort of shrub to be planted in this bed. CM & VR will look into this. Thanks were given to the Clerk.

#### **AP27 Carol & Vanessa to action**

#### Red Lane

(KHa, RM)

This site looks scruffy; there is overhanging vegetation and a dead tree. This could be a potential project.

#### Church Road

(GH)

The site looks generally OK. There is a gap at the front of one of the beds. Carol reported the history of this bed. It gets little sun, there are lots of tree roots and the soil is poor; so with this in mind, the beds look fine. It was noted that various plants have been put in, but have gone (not known if stolen or died).

One of the fence rails on the right hand bed is broken. It was agreed to report this to the Streetsmart Team.

#### **AP25 (added to previous action) The Clerk to action**

#### Hare Lane car park

(AS, RM)

The Pyracantha looks lovely. The beds generally need more planting-especially on the right-hand side. There is planning permission, however, for a house which may need construction access over this part of the bed, so no gardening work will be done until construction is finished.

#### The Firs verge

(VR, KHa, GH)

This bed looks fine- it has the appearance of being semi-rural which is the desired effect.

Burleys mowed the grass in October and were generally careful about the new shrubs, but there was some damage.

SCC has now repaired the crumbling path edge, but more soil is needed to shore up the side of the path. The Tennis Club has some soil/stones mix which could be used for this purpose. It is not known if Cllr Huddart contacted SCC to ask them to complete the path repair by the addition of more soil. The Clerk will check.

#### **AP28 The Clerk to action**

#### Brick bed at The Parade

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(VR & CM)

This bed looks fine.

### Woodstock Triangle

Although this bed is not one of the official HGS, it has been added to the list of beds to be covered in the contract for the HGS. This bed now looks very tidy.

Thanks for given to Carol & Vanessa for their reports.

### **c. Suggested Projects**

During the tendering process for the HGS contract, one of the firms tendering gave some suggestions for improvements of some beds. Cllr Sheppard visited these beds to consider the suggestions. There is money (£1200) in the HGS project code, so some of the suggestions could be funded. It was agreed to carry out visible projects. The following were considered:-

- i. Torrington Lodge car park
- ii. St Leonards Road
- iii. Hare Lane car park
- iv. Church Road
- v. Glenavon Close
- vi. Red Lane
- vii. The Green

It was agreed that:-

- a.(ii) and (iv) need only minor works.
- b. Hare Lane car park will not be undertaken until the planned building works are completed.
- c. The Green (as one of the most visible HGS) should be kept on-going and about £50 will be needed in the spring to replace lost plants.
- d. The Clerk will pay for some work to Glenavon Close, for which quotations will be needed.
- e. the others (i, vi) are potential CPC projects.

It was agreed that Cllr Sheppard, Carol and Vanessa will arrange to visit the sites with the contractor who made the suggestions and ask him to quote for the work. A comparative quote will also be obtained from Green Gardens.

### **AP19 Cllr Sheppard to arrange site visits**

#### **7. Meadow Road Island**

7.1 The island is looking fine. The walnut and bay trees are doing well, but they are quite close together, so the bay may have to be moved.

7.2 The forsythia will need pruning in the spring. This will be a big job, so we may have to employ a contractor.

7.3 There is a misshapen cherry tree at the south end. This may need replacing.

#### **8. Claygate Volunteer Groups**

##### **a. Green Team**

The number of people on the Green Team has declined. It was agreed to advertise in the Courier for more volunteers. Vanessa will try to organise a working party for the outstanding jobs.

##### **b. Claygate in Bloom**

i. Residents in Foxwarren complained to the Parish Council about an untidy patch of land in their road. SCC had removed a large tree and left the area very untidy. The residents asked for help in creating a garden. Gill Smith of CIB, Paul Dawson of Streetsmart and Carol Manley went on a site visit with the residents. The land is messy with tree saplings and weeds. It consists of two separate beds divided by paving. Cllr Bension has been involved and has offered help and funding. He does not have any money left in this year's budget, so any financial help from him will have to wait until April.

CIB may also be interested in getting involved with this project. A Licence to Cultivate would be required from SCC and this would have to be obtained by CPC as a statutory body.

It was noted that the preparation work will be difficult due to the nature of the area. It may be that SCC will agree to carry out the preparation and then CIB can assist with planting. If Cllr Bension is unable to provide funding, the residents will be able to apply for a grant from CPC. Carol will arrange another meeting to discuss timings, the licence to cultivate and costs. Thanks were given to Carol for her help in this matter.

### **AP30 Carol to action**

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- ii. CIB will not enter the competition next year, but will still carry on with their usual maintenance.

**9. Status of The Green and other unowned land**

**a. The Green.**

Cllr Hallett has researched the ownership of The Green and it is owned by EBC. The Hare & Hounds have the right to have a sign on The Green.

For land to be dedicated as a Town or Village Green under the Commons Act there needs to be proof of the land being used for sport or pastimes. However, the owner of land can apply to have it registered as a village green without that burden of proof. EBC would not give up their ownership; it would just involve a change of status for the land.

This matter was discussed at the last full Council meeting where it was agreed that we should approach the Chief Executive Officer of EBC and invite him to take this step.

It was noted that this step is irrevocable and is regarded as disposal of land. It will therefore not be a matter to be taken lightly by EBC. The letter to Rob Moran should be signed by all CPC Councillors. It was agreed to put forward a portfolio of letters of support with our request to EBC.

It was agreed to seek to enlist the support of the CAAC and of the Hare & Hounds PH. Cllr Huddart is the Acting Chairman of CAAC and knows Peter Linacre, the manager of the Hare & Hounds. It was agreed to ask Cllr Huddart for his help in liaising with the CAAC and Peter Linacre.

It was also agreed to enlist the support of the three Claygate Ward Councillors and the local shops. Cllr Hayes is willing to speak to the shopkeepers once we know that we have the Hare & Hounds on board. This matter is on-going at full Council level.

**b. Derwent Close Island**

The ownership of this piece of land is not known and is not clear from the information from the Land Registry but the land is maintained by SCC.

It was agreed to take no further action on this area.

No other potential sites were identified.

**10. Courier/Website**

10.1 Cllr Sheppard has written a report for the forthcoming Courier

10.2 In the spring edition we will ask for volunteers for the Green Team, advertise the Spring Clean and we may ask for letters of support regarding making The Green a village green.

10.3 Cllr Hallett will update the HGS maps for inclusion of the website.

**11. Matters for information only**

None

**12. Date of next meeting**

Next Meeting: **Thursday 8.00pm on the 7 Feb 2013 in the Village Hall Committee Room**

.....Chairman.....Date